



Oradell Public School District

*Our children, our hope, our future*

# Parent-Student Handbook 2018-2019

## MISSION STATEMENT

The Oradell Public School District, a safe and nurturing learning community dedicated to the ongoing pursuit of educational excellence, inspires lifelong learning in its students through comprehensive, innovative curriculum and instruction. The District fully supports and expects the attainment of the New Jersey Core Curriculum Content Standards on the part of all students within a school environment designed to maximize student potential, develop responsible citizens, and promote respect for the uniqueness of all individuals.

Re-adopted by the Oradell Board of Education  
June 27, 2008

Dr. John C. Anzul, Superintendent  
Ms. Nicole Schoening, Administrator/Board Secretary  
Mr. Brian Mistretta, Director of Special Services  
Ms. Megan Bozios, Principal  
Mr. Michael Hagopian, Assistant Principal (K-3) and Supervisor of Technology & Special Areas  
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## **HOME-SCHOOL COMMUNICATION**

At Oradell Public School, we believe that a strong partnership between home and school is imperative in the pursuit of student success. One important avenue of communication is the Oradell Public School website. Checking it regularly will keep you up-to-date on special events at OPS. Additionally, a weekly email blast is sent from the administrative team, which includes important notices and information about upcoming events. In order to receive this blast, please make sure your Parent Portal is updated with an accurate email for all OPS students. We also believe ongoing communication between parent and teacher is an important part of our students' academic journey. In addition to written communication, parents may leave messages for faculty members via voicemail and email. Parents should call [\(201\) 261-1180](tel:201-261-1180) and follow the prompts. Specific contact information may be found by visiting [www.oradellschool.org](http://www.oradellschool.org).

Health related forms can be found on the Nurse's office [website](#).

## **BUILDING SECURITY**

All outside doors are kept locked during the morning and afternoon sessions. Visitors must present themselves at the Main Entrance on Prospect Avenue to be admitted. Parents/Guardians and other visitors are required to report to the office upon entering the building. Visitors must state a specific purpose for visiting the school. Please note: students are not allowed to open school doors for any parent/visitor.

All volunteers and visitors are required to prominently wear the identification badge issued in the school main office. Photography or videography of any type during school hours is prohibited without administrative approval.

The Oradell School District works closely with the Oradell Police Department to ensure the safety of all in the school.

Dogs and other pets (other than service animals) are **NOT** allowed on school property!

## SCHOOL WELLNESS/NUTRITION INFORMATION

In accordance with the child nutrition regulations set forth by the New Jersey and United States Departments of Agriculture, the Oradell Public School District has enacted specific guidelines that govern selling, serving, and distributing beverages, snacks, and food items at school. This important “wellness” initiative serves to support the physical, emotional, and social fitness of children and adults alike in support of their overall growth and development. The guidelines are outlined below and apply to edible items sold, served, or distributed during the school day (i.e., class parties, fundraising sales, PTA lunches, classroom rewards). Please note: the lunches children bring to school are not governed by the new guidelines; however, Oradell Public School encourages balanced nutrition that includes healthy food and beverage items. Please review the guidelines below and know that the Board of Education, PTA, and faculty have teamed to promote healthy choices that support healthy lifestyles. We encourage everyone to join this important health initiative. Questions regarding these regulations can be directed to the school nurse at (201) 261-1180 ext. 4123.

### **NUT FREE CLASSROOMS GRADES 1-6:**

- In order to accommodate students with food allergies and to help protect them from anaphylaxis, all classrooms in grades 1-6 will be tree nut/peanut free. This requires all students to bring snacks that do not contain any tree nut/peanuts. Tree nuts include: almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, and walnuts. Some suggestions for snacks are: raw vegetables, fruit, crackers with spreads, cheese cubes, pretzels, rice cakes and popcorn. For a list of safe snacks to pack your child, please go to <http://snacksafely.com/safe-snack-guide/>
- Students may bring tree nut/peanut food items for lunch in the MPR as long as they sit at the “Nut Friendly” side of the table with their classmates. Accommodations will be made for students with food allergies. It is suggested that students with allergies sit at the “Nut Free” side of the table with their classmates.

### **BEVERAGE, SNACK, AND FOOD ITEMS THAT CANNOT BE SERVED, SOLD, OR DISTRIBUTED AT ANY TIME BEFORE THE END OF THE SCHOOL DAY INCLUDE:**

- All forms of candy, along with any food or beverage listing sugar as the first ingredient. Remember, sugars have various names such as sucrose, fructose, and glucose.
- Foods of Minimal Nutritional Value (also known as FMNVs – see list below) **without exception, are not permitted to be sold or distributed at any time for any occasion!**
- Oradell Public School does not permit birthday treats/snacks to be distributed.

### **WHAT ARE THE FOODS OF MINIMAL NUTRITIONAL VALUE (FMNVs)?**

Soda	Marshmallow Candies
Water Ices that contain no fruit or fruit juice	Fondant (soft chews/mints)
Gum	Licorice
Hard Candy (All!)	Cotton Candy
Jellies & Gummy Candies	Candy-Coated Popcorn

## **BEVERAGE, SNACK, AND FOOD STANDARDS:**

- **Beverages** – All beverages offered shall be milk, water, or 100% fruit or vegetable juice. Beverage sizes shall not exceed 12 ounces (except for water and 2% or less milk). Whole milk shall not exceed 8 ounces.
- **Snacks** – No more than 8 grams of total fat per serving. No more than 2 grams of saturated fat per serving.

## **STUDENT DRESS CODE**

The following guidelines will help clarify our expectations:

**Hats** may not be worn in school except those worn for religious or medical purposes, unless there is a pre-announced special occasion permitting them.

**Attached hoodies/hoods** may not be worn on the head in school.

**Sunglasses** may not be worn in school unless they are worn for medical purposes.

**Sneakers with wheels** are not permitted on school grounds during the school day.

**Flip-flops** may not be worn in school for safety purposes.

**Clothing that exposes the mid-section of the body** (midriffs or undergarments) are not permitted.

**Any clothing articles that reveal undergarments are not permitted.** This includes, but is not limited to, bralettes, camisoles, form-fitting tank tops, boxer shorts, etc.

**Skirts, dresses, shorts, or “skorts”** must cover underwear and extend at least 2 inches below the buttocks.

**Clothing may not be adorned by slogans, symbols, or advertising promoting drugs, alcohol, or similarly inappropriate themes.**

In general, students should be attired in such a manner that they are safe and do not distract or offend others. You will be contacted if your child does not conform to these guidelines.

### DAILY SCHEDULE

	<b>Grades 1, 2, and 3</b>	<b>Grades K, 4, 5, and 6</b>
Students Report	8:30am	8:30am
Lunch Begins	11:20am (M,T,Th,F)	12:10pm (M,T,Th,F)
	11:00am (W)	11:50am (W)
Lunch Ends	12:05pm (M,T,Th,F)	12:55pm (M,T,Th,F)
	11:45am (W)	12:35pm (W)
Dismissal	3:00pm*	3:00pm*
	<b>*Wednesday Dismissal is at 2:30pm</b>	

**PRESCHOOL A.M. SESSION:** Students Arrive: 8:35 a.m. and dismiss at 11:00 a.m.

**PRESCHOOL P.M. SESSION:** Students Arrive: 12:30 p.m.  
Students Dismiss: 3:00 p.m. (M,T,Th,F)  
Students Dismiss: 2:30 p.m. (W)

### EARLY DISMISSAL SCHEDULE

Utilized for specific days listed in calendar and for emergency closing as necessary.

**Grades K-6:** 12:30 p.m. Dismissal  
**Preschool A.M. Session:** 8:30 a.m. arrival – 10:15 a.m. dismissal  
**Preschool P.M Session:** 10:45 a.m. arrival – 12:30 p.m. dismissal

### EMERGENCY CLOSING OF SCHOOL

School closings, delayed openings, or early dismissals will be communicated to parents/guardians via a recorded phone message, text, and/or e-mail. To update your contact information, please login to the Parent Portal to update information for all children attending OPS.

Additionally, whenever it is necessary to close school due to adverse weather conditions, a one-half minute fire siren will be sounded at 7:15 a.m. We also have “school closing” announcements made on News 12-NJ Television, and the Oradell Public School Website: [www.oradellschool.org](http://www.oradellschool.org).

Early school closing occurs only under extreme circumstances. However, if an early closing were to occur, the phone, text, and/or e-mail system would be utilized as well as a notice placed on the website. Notification of the early closing would also be provided to the radio stations.

Listed below is the schedule for delayed opening:

### **DELAYED OPENING**

School Begins	10:00am
Lunch – Grades 1, 2, and 3	11:25am – 12:15pm
Lunch – Grades K, 4, 5, and 6	12:15pm – 1:00pm
Dismissal	3:00pm – INCLUDING WEDNESDAYS
Half-day preschool students are dismissed at 11:20am	

### **ARRIVAL AT SCHOOL**

It is important that students arrive on time each day as instructional time is very important. Parents/Guardians must notify school when a student is going to be late for any reason. Late students **MUST** sign in at the Main Office.

**For your child’s safety, students should not arrive at school prior to 8:15 a.m. as supervision is not available during this time frame unless your child attends “ Before Care” with the YWCA.**

### **Entry Locations**

**Pre K** – Church Street

**Kindergarten** – Church Street\*

**Grade 1** – Auditorium

**Grades 2** – Church Street West Entrance\*

**Grade 3** – Prospect Avenue North Entrance\*

*\*Grades K, 2 & 3 - proceed directly to their classrooms, where they will be supervised in the hallways from 8:15 a.m. - 8:30 a.m.*

**Grade 4** – Church Street East

**Grade 5** – Center Street West

**Grade 6** – Center Street East

**All students and parents must cross Prospect Avenue, Church Street, and Center Street at designated crosswalks.**

### **Dismissal Procedures**

Student dismissal times are listed in this handbook and are in accordance with the District Calendar. Early dismissals may occur for emergencies such as inclement weather.

Supervision is provided for 15 minutes at dismissal as children leave school property. Students should come to the Main Office if they require assistance after this time period.

**STUDENTS AND PARENTS MUST UTILIZE CROSSWALKS ON CHURCH STREET, CENTER STREET, AND PROSPECT AVENUE AS WELL AS OTHER STREETS AS THEY TRAVEL TO AND FROM SCHOOL. “JAYWALKING” IS DANGEROUS AND STRICTLY PROHIBITED.**

## **Student Attendance**

Daily attendance is critical to success in school. It is recognized that children do become ill and must stay home at times. **When your child is going to be absent you are requested to logon to the Oradell Public School website or app and choose “Report Student Absence.” You can also call (201) 261-1180, press 1 to be connected to the absence line, and state your child’s name, grade, teacher, and reason for the absence.** This reporting system not only helps speed the receiving of this information but it also helps us keep track of your child. If a student does not report to school and we have not received notification from you, we will make every effort to contact you by phone to check on the situation. Please do not call the main office to report an absence. **The website, app, and absence line are available 24 hours a day.**

**Please note that the only excused absences are for illness, quarantine, death in the family, or religious observances.**

## **EXCUSING STUDENTS EARLY FROM SCHOOL**

Students excused from school early are to be signed out in the main office by a parent or guardian. Students in grades 4-6 may sign themselves in at the main office if they return to school.

## **LUNCHTIME PROCEDURES**

All students are required to stay in school for lunch unless signed out by a parent, guardian, or other designated adult. In cases when children will be leaving for lunch, written notification must be provided to the child’s homeroom teacher in advance. At the appropriate lunch dismissal time, children must be signed out in the main office hallway by the appropriate adult. In addition, at the conclusion of lunch, children must be signed back into school by the designated adult in the main office hallway. Students in grades 4-6 may sign themselves in to school in the main office hallway when they return from lunch.

## **CELL PHONES, CAMERAS, PERSONAL ELECTRONIC DEVICES, TABLETS, VIDEO & VOICE RECORDERS**

Students may not use cell phones or similar telephonic devices on school property during school hours. In addition, any device that records video images or voices, is not permitted on school grounds without prior approval for purposes such as field trips. The clear intention here is to respect privacy rights. Students who photograph or capture images of other students on school property with or without their permission will be referred to the school administration for appropriate action.

**Lunch, recess, and other play times are meant to be pleasant, socially interactive daily activities. Electronic devices are not permitted for use during this time period.**



## STUDENT HEALTH SERVICES

### Health Services

The students at the Oradell Public School have the services of a full-time school nurse, as well as two part-time nurses. We encourage you to speak with the nurses about any health concerns you may have regarding your child.

### Physical Education

Any child coming to school with stitches, crutches, casts, or immobilizers will be excused from physical education and recess. A **physician's note** stating the activity limitations, diagnosis, and when activity can be resumed is required.

### Medications

- 1. School nurses can administer prescription and nonprescription medication only if they have a statement from the student's physician, on his/her stationery, indicating the name of the medication, dose and time the medication is to be administered. The medication needs to be presented to the nurse in a clearly marked prescription bottle with the name, dose, and time the medication is to be given.**
2. In cases where daily medication is necessary for your child's health, as in cases of severe allergy or other potentially life-threatening illnesses, as defined by New Jersey Statutes, Title 18A, students may carry their prescribed medication and self-administer as deemed necessary. **This requires a prescription from the doctor and written permission from the parent/guardian.**
3. All medication prescriptions must be renewed by the physician each school year.

### Physicals

The State of New Jersey requires that all students new to the District and all Kindergarten students must have a physical examination. A physical examination is recommended for grades two and five.

### Scoliosis

Scoliosis screening is done for students, ages 10 and above, as required by law.

### Health Related Emergencies

The State Department of Education, in conjunction with the United States Secretary of Education, has requested that all school districts address and incorporate a health-related response protocol into their safety and security plans. Influenza pandemic is an example of a health-related emergency. The Oradell Public School District recognizes the importance of emergency preparedness and has broadened its planning effort to address a pandemic flu health emergency. In the event a health emergency is declared by the Governor's Office, it is most likely that school will be closed. If such an emergency arises, information will be communicated to parents, faculty, and community members via the media and the school's website.

Limiting the spread of common colds and viruses is a goal shared by parents and faculty. It is important that ill children remain at home and return only after their symptoms resolve and they are physically ready to return to school. The school will encourage good hygiene (i.e., covering a cough, using tissues, hand washing, etc.) and appreciates the efforts of parents in reinforcing positive hygiene practices in the home.

## **USE OF TECHNOLOGY RESOURCES**

The Oradell Public School District affords all students supervised access to technology resources to advance and promote the learning process. Educational technology is infused into the District curriculum to maximize student achievement.

Proper student etiquette is the responsibility of each and every student where the use of technology resources is concerned. It is important to note that the use of such resources is a privilege, not a right. Students are to use technology resources only in productive ways in order to promote the learning process as supervised by the classroom teacher. In addition, students should never post/share personal information about themselves on the internet (i.e., names, addresses, telephone numbers, or personal photographs) or send harassing messages using electronic mail and/or other forms of communication. Furthermore, students shall not attempt to gain unauthorized access to the District system or to any other computer system through the District system, nor shall they go beyond their authorized access. This includes attempting to login through another individual's account or accessing another's files. Students shall not deliberately attempt to disrupt the District's computer system performance or destroy data by spreading computer viruses that can damage computer systems, firewalls, servers, or network systems.

The Oradell Public School District supports the use of technology resources within the context of the educational endeavor and appreciates the support of parents and faculty in promoting student safety practices both at school and at home.

## **SPECIAL PROGRAMS**

### **Special Services**

There are a variety of special programs that are either mandated by the State or Federal government or have been designed by our own staff to meet the individual needs of our students. The range of programs available allows students to receive extra assistance in all academic areas. There are also programs that meet the needs of students who need an extra challenge beyond the classroom. Questions regarding these programs should be directed to the **Department of Special Services at (201) 261-1180 ext. 1005**. Classroom teachers work closely with this department to make sure that all children achieve success.

### **Home Instruction**

Home instruction is provided for students who, due to illness or injury, are unable to attend school for a period longer than two weeks. If your child requires this service, please contact the school nurse.

### **Child Study Team Services**

The State mandates that all schools have the services of a Child Study Team available to students. The team includes a school psychologist, social worker, and learning disability teacher consultant (LDTC).

Students who are experiencing significant learning and/or behavioral difficulties in school may be referred to the Child Study Team for possible consideration for the need of special education and/or related services. Parents may address their concerns, in writing, to the Director of Special Services. Upon receipt of the written referral, the Office of Special Education date stamps the request, assigns a case manager (Child Study Team), and within 20 calendar days, excluding school holidays but not weekends or summer

vacation, schedules a meeting. The meeting shall be attended by the Child Study Team, the parent, and a regular education teacher with knowledge of the educational performance of the District's programs. The purpose of the meeting shall be to review existing data and make a determination regarding the need for an evaluation. If so, the nature and scope of the evaluation will also be determined. For further information contact the Department of Special Services.

### **Project Child Find**

The Oradell Public School District is sponsoring a Child Find public awareness campaign to locate and provide services for unserved/underserved youth, including migrant and homeless children, with a delay or disability from birth through 21 years of age. Children may exhibit physical, mental, language, or emotional difficulties. Our Child Study Team will provide screening, evaluation, guidance services, and if a child is found eligible, educational programs. These are provided free for those who need services. If you are concerned your child ages 3-21 is developing differently, you can call the **Child Study Team office at (201) 261-1180 ext. 1005**. Information on how and where to obtain services for children under three years old may be obtained by calling **(800) 322-8174**.

### **Instructional Support Program**

Students who need assistance in reading, writing, and mathematics may receive support through our Basic Skills program. Assistance may be given either in class or as a pull-out program by specialists. If you feel your child is in need of this service, contact your child's teacher.

### **English As A Second Language**

The school, in compliance with State Law, maintains a program for students with limited English skills. The students represent a variety of native languages and are taught to develop the functional English language skills needed for classroom success. Entrance and exit from this program is determined through assessment. These students are also given support within their classroom.

### **The TAG Program**

The TAG program promotes challenging learning opportunities for all students in diverse school settings. It is designed to enhance existing practices and expand enrichment to improve the performance of all our students. Various assessment tools including standardized testing scores and teacher recommendation are all used as criteria in selecting eligible students.

### **Intervention and Referral Service Committee (I&RS)**

The Intervention and Referral Services Committee is a resource for classroom teachers who seek support with students who may be experiencing learning, behavioral, and/or health difficulties. Parents whose children will be discussed at these meetings will be contacted prior to the meeting date.

### **LEAD Program**

LEAD (Law Enforcement Against Drugs) is offered to Oradell Public School's fifth grade students. Over the course of several weeks, classes are conducted by trained LEAD officers from the Oradell Police Department. The program seeks to educate students as to the dangers of substance abuse as well as to foster specific resistance skills to be utilized throughout life. LEAD education continues as the children move on to River Dell with age appropriate materials.

## **BOARD HOMEWORK POLICY**

**(A more thorough homework policy will be shared separately in September.)**

The Board of Education recognizes the importance of homework as an exercise that serves to broaden, deepen, or reinforce student knowledge and understanding. Board policy encourages the use of interrelated major homework assignments/projects such as unit projects, writings, themes, and creative art projects. Homework will not, under any circumstances, be used for punitive reasons.

The Oradell Public School District realizes that, based on family schedules, there may be times when parents remove their children from school for vacation purposes. However, the District also recognizes the importance of regular attendance and its impact on student learning and development. It is important to note that requests for teachers to project and provide lessons/activities for the student to complete during vacation absences will not be honored. However, reading and journaling activities will be made available as a means of reinforcing previously learned skills. For such absences, it becomes the responsibility of the parent and child to work with the teacher, upon the child's return to school, for any work missed during that time. In most cases, a reasonable length of time to complete missed work shall be the equal to the number of school days missed. Special consideration may be given by the principal to situations of pre-scheduled student absences (other than family vacation). Upon the principal's approval, work will be assigned for completion by the student during such absences.

### **District Philosophy**

- Teachers and parents recognize that homework is tied to school success.
- Homework extends classwork and provides reinforcement.
- Homework helps students synthesize and integrate what they have learned in the classroom. In some cases it helps a student to work at his/her own pace.
- Homework permits more productive use of class time. It provides a link between school and home, giving parents an opportunity to keep informed about their child's progress.
- Homework encourages students' self-discipline/responsibility and helps the development of time management skills.
- Homework helps students develop positive study habits and skills of concentration, which are used throughout life.

### **Make-Up Assignments Due To Absence**

Students are encouraged to make up assignments when absent in order to support the continuity of instruction. School attendance continues to be an important factor in school success. Parents may contact the homeroom teacher via email by 9:00 a.m. on the date of the absence to request homework.

## **NONDISCRIMINATION/AFFIRMATIVE ACTION**

No pupil enrolled in the District school shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this District on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or non-applicable disability. The Director of Special Services acts as the Affirmative Action Officer and may be reached at (201) 261-1180 ext. 1005.

## SCHOOL RECORDS

Oradell Public School maintains educational records for each student. Parents have the legal right to review/inspect the educational records of their children. The process begins with the parents submitting to the school principal, a written request that identifies the record(s) they wish to inspect. The principal will then make arrangements for access and notify the parents of the time and place where the records may be inspected. Such inspection must take place within 45 days of the date the request was received.

Following a review of a child's education records, parents may ask the School District to amend a record that they believe is inaccurate or misleading. Such requests must be made in writing to the superintendent and must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parents, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.

Finally, it is important to note that, upon request, the School will disclose education records to officials of another school district in which a student seeks or intends to enroll.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all educational facilities be inspected for asbestos-containing materials and develop a remedial plan of action. Each educational facility shall reassess all identified asbestos-containing materials at least once every six (6) months. In addition, each facility must be re-inspected once every three (3) years (tri-annual reinspection). We will keep you informed of our AHERA compliance. Contact Person: **Business Administrator/Board Secretary**.

## STUDENT CODE OF CONDUCT

In order to promote a healthy school climate conducive to student growth and development, it is imperative that students exercise proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. This effort begins in the home and will be reinforced by the OPS educational team. It is important to note that, per Board of Education Policy #5131, harassment, intimidation and bullying are prohibited on school property or at any school-sponsored function. Such acts are to be reported immediately to the Oradell Public School Administration, so that situations can be investigated and addressed in a prompt manner. Reports can be made via written and/or verbal communication, with requests for anonymity being strictly honored.

“Harassment, Intimidation and Bullying” is defined as any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, that such acts will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**The aforementioned Board Policy #5131 can be found under the Board of Education tab on the Oradell Public School website.**

The Oradell Public School District appreciates the support of its parents and faculty members in promoting positive and respectful student attitudes and behavior.

## **STUDENT CODE OF CONDUCT DURING LUNCH**

### **Lunch and Recess Behavior Policy**

- Students are expected to treat fellow classmates, teachers, aides, and all others with respect. Students should refrain from making aggressive physical contact during the lunch/recess period and abstain from throwing any item in the lunchroom. Students are responsible for keeping "quiet voices" while inside.
- Using playground equipment is a privilege. Students should use equipment appropriately and follow rules outlined by supervising staff. Consequences for unacceptable behavior will be appropriate to the conduct.